

Date:

1/2/18

NEW EMPLOYEE ORIENTATION MEETING ATTENDANCE

Please Sign In

NAME	DEPARTMENT
Richard Forrest Ansell	ADS
Cortney Beltz	Institutional Research
DUSTIN FOSTER	AERONAUTICS/AVIATION MAINTENANCE
Paul Miller	Chemistry & Biology
Aaron Johnson	Registrar
Elijah Romick	Resident Admissions
LISA M. LUCEND	LAW SCHOOL Admissions
Aaron Bonapartick	LUPD
Jesse Reckley	IT - DEV
Kiersten Dahlstrom	Resident Admissions
Robert Fitzgerald	CUSTODIAL
Mintesinot Zeleke	LUO Admissions Counselor
Chelsea Moore	LUOA admissions
Savannah Brooks	Admissions (Resident)
Rachel Basye	LUPD
Janes Reel	LUPD
Terri Sanders	CUSTODIAL
Ethan Taylor	IT Development
Rachel Shallenberger	Registrar
Winona Doudy	LU Online
Emily martin	Recreation Centers
Brenda Nault	Registrar's Office
Darryl Dowell	Chancellor
Addison Rahn	Admissions
Andrew Ashby	Registrar
Maggie Hendrix	student advocate
Scott Lamb	
Peter Brake	LU online
Rachel Hatch	LUO Admissions
TIMOTHY HODGE	LUCOM
Joshua Hendricks	IT Department - Web Development
32 Samantha Bastone	LU online



New EMPLOYEE Orientation

Welcome to Liberty University!

We are excited that you are with us today to hear about the Liberty story and become a part of the Liberty family. We are discussing a variety of topics to assist you in acclimating to life as an employee. We ask that at the end of orientation, that you would please read and sign this acknowledgement and leave it with one of the HR staff.

- **Statement of Mission and Purpose**
- **Tax paperwork**
- **LUPD Services and Regulations (i.e. parking)**
- **Dining, meal plans and Flames Cash**
- **Wellness and Fitness Opportunities**
- **Claim Your Liberty Account and Email**
- **Getting your Liberty ID and Card Services**
- **myLU (Where it is and what it's for?)**
- **HR iPay & Benefits site & the ADP Benefit App**
- **Pay Days and Pay Checks (first one is mailed)**
- **TimeSaver**
- **Employee Handbook (including: Inclement Weather, Dress Code, Grievance, Harassment & Discrimination Avoidance, Career Advancement)**
- **You Matter**
- **Benefits (including: paid holidays, vacation and personal/sick days)**
 - **You must elect your health and welfare benefits online within 45 days of hire**
- **Automatic Contribution Arrangement 403(b)(9) Retirement Plan**
 - **You will have 5% of pay automatically deducted from your paycheck and matched by Liberty (@ 5%) unless you actively elect not to do so.**

I hereby acknowledge that I have heard the presentation containing the items listed above in the New Employee Orientation. The presentation has provided details concerning employment practices, policies, location of offices as well as how to enroll in our benefit programs.

A handwritten signature in black ink, appearing to read "Walter Scott Lamb".

01/02/2018

Signature

Date

WALTER SCOTT LAMB

Name (Printed)